

**City of LaPorte**  
INDIANA



**ADA Policy & Transition Plan**  
**&**  
**Title VI Implementation Plan**

**Adopted: November 1994**

Revisions Adopted by the Board of Public Works and Safety:

*September 17, 2012*

*November 6, 2017*

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## INTRODUCTION

The City of La Porte, Indiana has established an ADA Title II policy and transition plan that recognizes its legal obligation to comply with the federally ordained Americans with Disabilities Act (ADA) that was enacted on July 26, 1990 and later amended effective January 1, 2009. This plan is set to ensure compliance with Title II of this Federal Law. Title II states that state and local governments will not discriminate against persons with disabilities, physical or mental, from participating in or benefiting from programs, services, or activities. The Plan provides a mean for complaints to be addressed, monitored and corrected.

Furthermore, this Title VI Implementation Plan is a part of the City of La Porte's continual and ongoing effort to proactively meet and exceed the minimum compliance requirements established under Title VI of the Civil Rights Act of 1964 (Title VI), 49 CFR § 26, and the related anti-discrimination statutes and regulations. With this Implementation Plan, the City of La Porte seeks to provide continued transparency, clarity and technical guidance for internal and external constituents regarding its Title VI program.

## TITLE II ADA COORDINATOR

In 2007 the position of ADA Coordinator was accepted by the City of La Porte Board of Public Works and Safety. This position was appointed to the City's project manager. This position is responsible for addressing any and all concerns from individuals pertaining to Title II of the ADA.

The following individual has been identified as The City of La Porte's ADA Coordinator and is responsible for initiating and monitoring activities, preparing reports and performing other responsibilities.

ADA Coordinator  
801 Michigan Ave  
La Porte, IN 46350  
[adacoordinator@cityoflaporte.com](mailto:adacoordinator@cityoflaporte.com)

## TITLE II ADA COMPLAINT PROCEDURE

The procedure that follows was established to investigate any ADA complaint filed with the City of La Porte.

All complaints should be filed within sixty (60) days of the alleged violation with the ADA Coordinator. A complaint must be in writing and include such information as name, address, and phone number of complainant, and location, date, and description of the problem. Alternative means of filings are personal interviews or a tape recording of the complaint will be made available upon request, to people with disabilities who require such alternatives.

Within 15 days of receiving a complaint the Coordinator will respond in writing, or in such other format accessible to the complainant. The response will explain the position of the City of La Porte and offer options for substantive resolution of the complaint.

Complainant may seek review of the Coordinator's response by written request filed by the complainant with the Board of Public Works and Safety within fifteen (15) days of receiving the Coordinator's response. Upon receiving the request for review, the Board of Works shall within thirty (30) days review the complaint and the response and either affirm or modify the coordinator's response.

All written complaints received by the ADA Coordinator, appeals to the ADA Coordinator, and their responses, shall be retained by the City of La Porte, Indiana for one (1) year.

The ADA Complaint form has been made a part of this document and can be found in the appendices.

## TITLE II ADA DESIGN STANDARDS-BUILDINGS/SIDEWALKS

The City of La Porte has an inventory of curb ramps and sidewalks. The majority of these do not meet ADA requirements. The city is committed to making all curb ramps accessible to all pedestrians including those with disabilities. All new construction, reconstruction, roadwork or alteration, including federal projects under the control of the Board of Public Works and Safety will be in compliance with INDOT regulations and standards, which shall include America with Disabilities Act Accessibility Guidelines (ADAAG) and Public Right of Way Accessibility Guidelines (PROWAG) of the latest edition.

Newly constructed or renovated municipal buildings shall meet the standards of accessibility in accordance with the Indiana Building Code. The City Building Code requires private developers and contractors to comply with the Indiana Building Code handicap accessibility standards, unless the structures are exempted under the Indiana Building Code.

## TITLE II ADA TRANSITION IMPLEMENTATION PLAN

The City of La Porte implemented this ADA Transition Plan September 17 of 2012. The City commits to following the guidelines set forth in this plan, and also commits to actively revising and amending this document as information is discovered. Further, this document will be updated at least every five years. A copy of this document will be placed on the City's website.

In January of each year, commencing in 2013, the Board of Public Works and Safety shall meet with the coordinator to review the City's efforts to comply with the ADA and to implement the foregoing plan. Progress shall be noted, and the plan shall be evaluated for the purpose of determining its effectiveness. Modifications to the plan may be made by the Board of Public Works and Safety, if deemed necessary or appropriate. The Board and the Coordinator shall also review prioritization of repairs, modifications or replacements for the coming year and shall review with the Common Council sources and availability of funding to determine annual projects to reach compliance with the ADA Standards.

## TITLE VI NON-DISCRIMINATION NOTICE & CONTACT

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, national origin, disability, sex, sexual orientation, age, low income status or limited English proficiency in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that “no person in the United States shall, on the ground of religion, race, color, national origin, disability, sex, sexual orientation, age, low income status or limited English proficiency be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance” (42 U.S.C. Section 2000d).

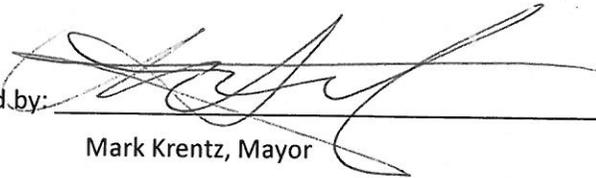
The City of La Porte, Indiana is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability, low income status or limited English proficiency as protected under Title VI of the Civil Rights Act of 1964.

This plan was developed to guide the City of La Porte, Indiana in its administration and management of Title VI-related activities.

Title VI Coordinator  
801 Michigan Ave  
La Porte, IN 46350  
219.324.8975  
[titleVIcoordinator@cityoflaportein.gov](mailto:titleVIcoordinator@cityoflaportein.gov)

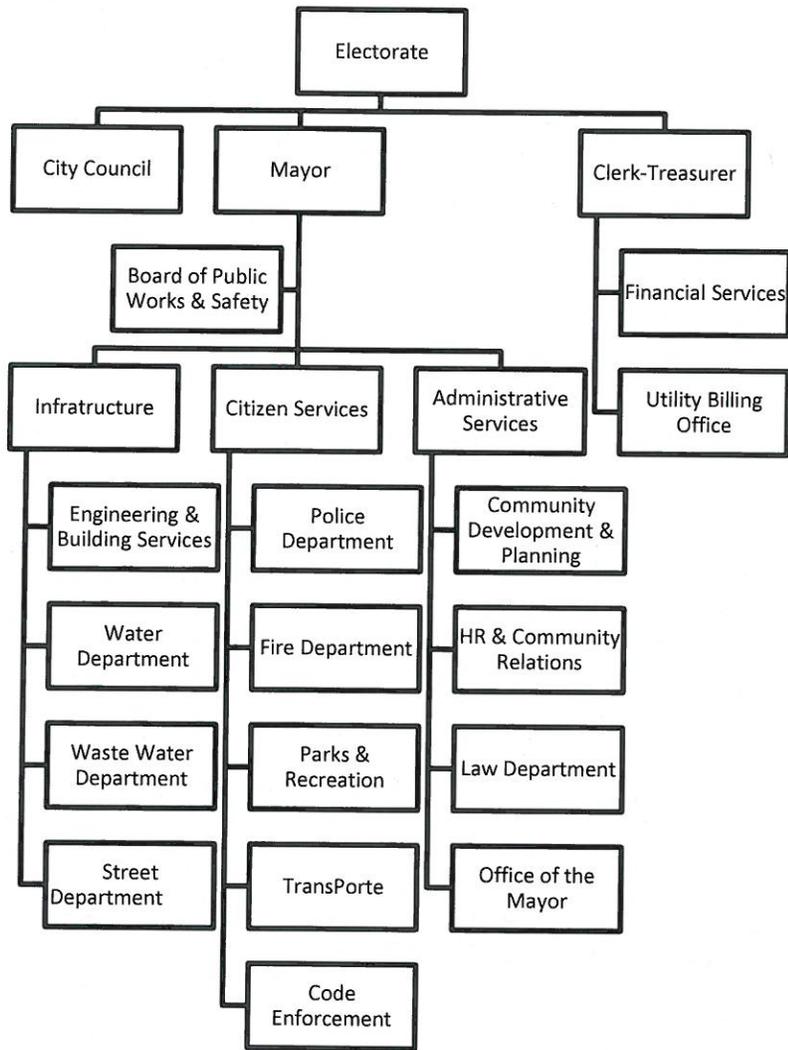
**TITLE VI ASSURANCES & IMPLEMENTATION**

Fully executed Assurances are integrated into this document. This Title VI Implementation Plan has been adopted, implemented and is being adhered to by the City of La Porte. The City has implemented this plan by adopting this document through The City Board of Public Works and Safety and following the processes and procedures within it and is effective from the time of adoption 2017-2022. This plan will be renewed on or before September 30, 2022.

Signed by:   
Mark Krentz, Mayor

Date: 1/24/18

CITY OF LA PORTE ORGANIZATIONAL CHART



## TITLE VI FILING A COMPLAINT OF DISCRIMINATION

### HOW TO FILE A COMPLAINT?

While a Complainant may preliminarily submit his or her complaint by online form submission, mail, facsimile, or email to the Title VI Coordinator, a signed, original copy of the complaint must be mailed to the Title VI Coordinator to officially begin the complaint process. Any person with a disability may request to file his or her complaint using an alternative format. The City of La Porte does not require a Complainant to use the City's complaint form when submitting his or her complaint, but it can be found in the appendices for use if desired.

Direct all complaints of discrimination pursuant to Title VI to:

Title VI Coordinator  
801 Michigan Ave.  
La Porte, IN 46350  
titleVIcoordinator@cityoflaportein.gov

### ELEMENTS OF A COMPLETE COMPLAINT

A complaint must be both written and signed to be complete. Verbal complaints must be reduced to writing and provided to the Complainant for confirmation, review and signature before processing. The complaint form can be found in the appendices of this document and is available for download from the City of La Porte's website.

Additionally, a complaint must include the following information:

- The full name and address of the Complainant;
- The full name and address of the Respondent, the individual, agency, department or program that allegedly discriminated against Complainant; and
- A description of the alleged discriminatory act(s) that violated Title VI (i.e., an act of intentional discrimination or one that has the effect of discriminating on the basis of race, color, national origin, sex, sexual orientation, age or disability) and the date of occurrence.

### PROCESSING COMPLAINTS

The Title VI Coordinator will process all complaints. The Title VI Coordinator is responsible for:

- The Title VI Coordinator will review the complaint upon receipt to ensure that all required information is provided; the complaint meets the filing deadline date which is 30 days from the date the alleged discriminatory act occurred, and falls within the jurisdiction of the City.

- A complaint against the City will be investigated by the Title VI Coordinator, legal counsel or a designee of the Mayor.
- Following receipt of the complaint alleging discriminatory actions/behavior, the Title VI Coordinator will send the complainant a letter acknowledging receipt by the City of La Porte within 15 business days.
- Once the City has investigated the report findings, the City and its legal counsel will make a determination.
- All parties associated with the complaint will be properly notified of the outcome of the City's investigative report.
- If the complainant is not satisfied with the results of the investigation of the alleged discriminatory practice(s), she/he shall be advised of their right to appeal the City's decision. Appeals must be filed within 30 days after the City's final determination to the Board of Public Works & Safety. Unless new facts not previously considered come to light, reconsideration of the City's determination will not be available.
- The foregoing complaint resolution procedure will be implemented in accordance with the Department of Justice guidance: Title VI Coordination Regulations, 28 C.F.R 42.401 et seq.

## TITLE VI LIMITED ENGLISH PROFICIENCY (LEP) PLAN

On August 11, 2000, the President signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency (LEP), to clarify Title VI of the Civil Rights Act of 1964. It has as its purpose, to ensure meaningful access to programs and services to otherwise eligible persons who are not proficient in the English language. In addition, The US Department of Transportation published Policy Guidance Concerning Recipients' responsibilities to Limited English Proficient Person in the December 14, 2005 Federal Register. This guidance outlines the following four factors that the City uses to access the LEP populations in the City of La Porte

1. The number and proportion of LEP persons eligible to be served or likely to be encountered by the City.
2. The frequency with which LEP individuals come into contact with the program, activity or service.
3. The nature and importance of the program, activity, or service provided by the program.
4. The resources available to the City and costs.

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### SUMMARY OF THE FOUR FACTOR ANALYSIS

#### **Factor 1:**

The number and proportion of LEP persons eligible to be served or likely to be encountered by the City can only be estimated until the actual number of persons who can speak English less than "very well" are documented as needing assistance by City Staff. With this Title VI Plan being in early development stages and considered a document that may need regular updates, US Census Bureau information is being used at this time. The total population is provided below to shown general distribution of race and ethnicity in the community. The estimated number of persons that may not speak English "very well" is following in the US Census Bureau 2006-2010 American Community Survey.

The U.S. Census Bureau provides statistics from 2010) for the City of La Porte as follows:

Population by Ethnicity	
Hispanic or Latino	2,460
Non Hispanic or Latino	19,593

Population by Race	
White	19,549
African American	672
Asian	100
American Indian and Alaska Native	58
Native Hawaiian and Pacific Islander	2
Other	1,088
Identified by two or more	584

The US Census Bureau 2006-2010 American Community Survey 5-Year Estimates under SELECTED SOCIAL CHARACTERISTICS estimates the number of people in the City of La Porte who speak English less than “very well” is estimated at 968 or 4.7 % of the total population with a margin of error of +/- 1.4

For planning purposes, the City considers people that speak English less than “very well” as Limited English Proficient (LEP) persons. It is estimated that the majority of people in the community speak English well or very well or have translation availability within their own families or friends. According to the census numbers above, it is estimated that approximately **968** (with an error margin of +/- **1.4** people) may be considered as LEP. Based on actual contact between the City staff and the community there have been comparatively very few requests from anyone in the service area asking the City to provide language translation services. Therefore, the LEP population is probably even lesser than the estimate shown above.

**Factor 2: The frequency with which LEP individuals come into contact with the program, activity or service:**

Due to the infrequent requests for translation services, there appears to be a minimal need

for translation services from the City. This may be attributed to the high percentage of younger people (79.7 % for ages up to 17) who are available as family members for translation services.

**Factor 3: The nature and importance of the program, activity, or service provided by the program:**

If at any time a LEP individual requests translation services that are considered important such that denial or delay of access or services or information could have serious or even life-threatening implications, the City will provide, upon request, services to assist the LEP population including translation of vital City documents and interpretation services.

**Factor 4: The resources available to the City and costs:**

The City of La Porte currently has employees that are bilingual in English and Spanish and are available and willing to translate requests from the Hispanic population.

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SUMMARY OF LEP ACCOMMODATION PLAN

The City of La Porte strives to serve its population to the best of its ability and will provide upon request, services to assist the LEP population including translation of vital documents and interpretation services deemed necessary to provide meaningful access to City services.

- A U.S. Census Bureau I Speak card is available as part of this document. This card allows LEP individuals to communicate their preferred language to City Staff whereas City Staff may then access a translation service as determined by the City.
- The City of La Porte utilizes a voluntary public involvement survey to collect information regarding persons affected by proposed projects. The survey permits respondents to remain anonymous, while voluntarily answering questions regarding their gender, ethnicity, race, age, sex, disability status, and household income. Once the survey data has been collected, it will be reviewed and then the survey will be placed in a file for future reference. In the case enough surveys are collected over time to show a significant increase in LEP populations, the City may consider changes to their LEP policy. Completed surveys shall be retained for a period of three years from the date of the meeting and/or completion of the related project, if applicable.
- The City reviews written Title VI complaints and ensures every effort is made to resolve complaints informally at the local or regional level and review and update the City's Title VI plan and procedures as required.
- Staff for the City will be provided training on the requirements for providing meaningful access to services for LEP persons and new employees will receive the same training.

## Title VI Assurances

The City of La Porte, Indiana (hereinafter referred to as the "Recipient") HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation and the Federal Highway Administration, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations (CFR), Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures (hereinafter referred to as the Regulations) and other pertinent nondiscrimination authorities and directives, to the end that in accordance with the Act, Regulations, and other pertinent nondiscrimination authorities and directives, no person in the United States shall, on the grounds of religion, race color, or national origin, sex (23 USC 324), sexual orientation, gender identity (Executive Order 13672), age (42 USC 6101), disability/handicap (29 USC 790) and low income (Executive Order 12898) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by Title 49 Code of Federal Regulations, subsection 21.7(a)(1) and Title 23 Code of Federal Regulations, section 200.9(a) (1) of the Regulations, copies of which are attached.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to its (Name of Appropriate Program).

1. That the Recipient agrees that each "program" and each "facility as defined in 49 CFR subsections 21.23(e) and (b) and 23 CFR 200.5(k) and (g) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all (Name of Appropriate Program) and, in adapted form in all proposals for negotiated agreements:

The (Recipient), in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes, issued pursuant to such Acts, hereby notifies all bidders that it will affirmatively insure that in any contact entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.

4. That the Recipient shall insert the clauses of Appendix B of this assurance, 'as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under (*Name of Appropriate Program*); and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under (*Name of Appropriate Program*).
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient Department of Transportation under the (*Name of Appropriate Program*) and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the (*Name of Appropriate Program*). The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient

\_\_\_\_\_  
(Recipient)

\_\_\_\_\_  
Date

## APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

- (1) **Compliance with Regulations:** The contractor shall comply with the Regulation relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, and the Federal Highway Administration (hereinafter "FHWA") Title 23, Code of Federal Regulations, Part 200 as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- (2) **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR, section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income.
- (4) **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Indiana Department of Transportation (INDOT) or the FHWA to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to INDOT or the FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, INDOT shall impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
  - (a.) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - (b.) cancellation, termination or suspension of the contract, in whole or in part.
- (6) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The contractor shall take such action with respect to any subcontract or procurement as INDOT or the FHWA may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Indiana Department of Transportation to enter into such litigation to protect the interests of the Indiana Department of Transportation and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

## APPENDIX B

A. The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

### (GRANTING CLAUSE)

NOW, THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the Indiana Department of Transportation will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code of Federal Regulations, the Regulations for the Administration of Federal-Aid Highway Programs and the policies and procedures prescribed by FHWA, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the *Indiana Department of Transportation* all the right, title and interest of the Department of Transportation in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

### (HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the Indiana Department of Transportation and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the Indiana Department of Transportation its successors and assigns.

The Indiana Department of Transportation, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on over or under such lands hereby conveyed [,] [and] (2) that the Indiana Department of Transportation shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures, and as said Regulations may be amended [,] and (3) that in the

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\* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.\*

## APPENDIX C

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Indiana Department of Transportation (INDOT) pursuant to the provisions of Assurance 7(a).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures, and as said Regulations may be amended.

[Include in licenses, leases, permits, etc.]<sup>\*</sup>

That in the event of breach of any of the above nondiscrimination covenants, INDOT shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [licenses, lease, permit, etc.] had never been made or issued.

[Include in deed.]\*

That in the event of breach of any of the above nondiscrimination covenants, Indiana Department of Transportation shall have the right to re-enter said lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of INDOT and its assigns.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by INDOT pursuant to the provisions of Assurance 7(b).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds, and leases add "as a covenant running with the land") that (1) no person on the ground of religion, race, color, national origin, sex, sexual orientation, gender identity, age,

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\* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

disability/handicap and low income shall be excluded from participation in, denied the benefits of, or he otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishing of services thereon, no person on the ground of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income, shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations. Department of Transportation, Subtitle A, Office of the Secretary. Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964), Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures, and as said Regulations may be amended.

[Include in licenses, leases, permits, etc.]\*

That in the event of breach of any of the above nondiscrimination covenants, INDOT shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [license, lease, permit, etc.] had never been made or issued.

[Include in deeds]\*

That in the event of breach of any of the above nondiscrimination covenants, INDOT shall have the right to re-enter said land and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of INDOT and its assigns.

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\* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

**APPENDIX**

**A-1**

**TITLE II COMPLAINT FORM**

# Complaint Form

## Complainant Information

Name:	
Address:	
Phone:	Alternative Phone:
Email:	

## Person Preparing Complaint (if different from complainant)

Relationship to Complainant:			
Name:			
Address:	City:	State:	ZIP Code:
Phone:	Alternative Phone:		
Email:			

Please provide a complete description of the specific complaint:

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Please specify any location(s) related to the complaint (if applicable):

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Please state what you think should be done to resolve the complaint:

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Please attach additional pages as needed.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Please return to: ADA Coordinator, 801 Michigan Ave., La Porte, IN 46350 or via fax (219)362-1325.

Upon request, reasonable accommodations will be provided in completing this form or copies of the form will be provided in alternative formats. Contact the ADA Coordinator at 801 Michigan Ave. La Porte, IN 46350 or via telephone (219)362-2327.

**APPENDIX**

**B-1**

**TITLE VI COMPLAINT LOG**



**APPENDIX**

**C-1**

**TITLE VI EXTERNAL COMPLAINT OF DISCRIMINATION  
INSTRUCTIONS AND FORM**

## **INSTRUCTIONS: EXTERNAL COMPLAINT OF DISCRIMINATION**

The purpose of this form is to help any person interested in filing discrimination complaint with the City of La Porte. You are not required to use this form. You may write a letter with the same information, sign it, and return it to the address below. All bold items must be completed for your complaint to be investigated. Failure to provide complete information may impair the investigation of your complaint.

Title VI of the Civil Rights Act of 1964, as amended and its related statues and regulations (Title VI) prohibit discrimination on the basis of race, color, national origin, sex, age, disability/handicap, or income status in connection with programs or activities receiving federal financial assistance for the United States Department of Transportation, Federal Highway Administration, and/or Federal Transit Administration. These prohibitions extend to the City of La Porte as a sub-recipient of federal financial assistance.

Upon request, assistance will be provided if you are an individual with a disability or have limited English proficiency. Complaints may also be filed using alternative formats such as computer disk, audiotape, or Braille.

You also have the right to file a complaint with other state or federal agencies that provide federal financial assistance to the City of La Porte. Additionally, you have the right to seek private counsel.

The City of La Porte is prohibited from retaliating against any individual because he or she opposed an unlawful policy or practice, filed charges, testified, or participated in any complaint action under Title VI or other nondiscrimination authorities.

Please make a copy of your complaint form for your personal records. Do not send your original documents as they will not be returned. Mail the original complaint form along with any copies of documents or records relevant to your complaint to the address below.

Complaints of discrimination must be filed within 30 days of the date of the alleged discriminatory act.

Your complaint cannot be processed without your signature.

COMPLAINANT INFORMATION		
Name <i>(first, middle, last)</i>		
Address <i>(number and street, city, state, ZIP code)</i>		
Home telephone number ( ) -	Work telephone number ( ) -	Cellular telephone number ( ) -

PERSON / DEPARTMENT YOU BELIEVE DISCRIMINATED AGAINST YOU		
Name <i>(first, middle, last)</i>	Title	
Name of department		
Address <i>(number and street, city, state, ZIP code)</i>		
Home telephone number ( ) -	Work telephone number ( ) -	Cellular telephone number ( ) -
When was the last alleged discriminatory act? <i>(month, day, year)</i>		
Complaints of discrimination must be filed within 30 days of the alleged discriminatory act.		
The alleged discrimination was based on:		
Race	Color	Age
Disability	Ancestry	Retaliation
		Gender
		Religious Affiliation
		National Origin
Name of complainant		Date <i>(month, day, year)</i>

**Describe the alleged act(s) of discrimination. (Use additional pages, if necessary)**

**Provide the names of any individuals with additional information regarding your complaint:**

Name of witness 1 ( <i>first, middle, last</i> )	Title
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Name of company
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Address ( <i>number and street, city, state, ZIP code</i> )
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Home telephone number (     )     -	Work telephone number (     )     -	Cellular telephone number (     )     -
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Include a brief description of the relevant information the witness may provide to support your complaint of discrimination:
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Name of complainant

Date (*month, day, year*)

Name of witness 2 ( <i>first, middle, last</i> )		Title
Name of company		
Address ( <i>number and street, city, state, ZIP code</i> )		
Home telephone number ( ) -	Work telephone number ( ) -	Cellular telephone number ( ) -
Include a brief description of the relevant information the witness may provide to support your complaint of discrimination:		

Name of witness 3 ( <i>first, middle, last</i> )		Title
Name of company		
Address ( <i>number and street, city, state, ZIP code</i> )		
Home telephone number ( ) -	Work telephone number ( ) -	Cellular telephone number ( ) -
Include a brief description of the relevant information the witness may provide to support your complaint of discrimination:		

**APPENDIX**

**D-1**

**VOLUNTARY TITLE VI  
PUBLIC INVOLVEMENT SURVEY**

**VOLUNTARY TITLE VI PUBLIC INVOLVEMENT SURVEY**

As a recipient of federal funds, the Indiana Department of Transportation (INDOT) is requiring local agencies to develop a procedure for gathering statistical data regarding participants and beneficiaries of its federal-aid highway programs and activities (23 CRF §200.9(b)(4)). The City of La Porte is distributing this voluntary survey to fulfill that requirement to gather information about the populations affected by proposed projects.

You are not required to complete this survey. Submittal of this information is voluntary. This form is a public document that the City of La Porte will use to monitor its programs and activities for compliance with Title VI and the Civil Rights Act of 1964, as amended and its related statutes and regulations.

If you have any questions regarding the City of La Porte’s responsibilities under Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act, please contact the Title VI Coordinator, 801 Michigan Ave. La Porte, IN 46350; [titleVIcoordinator@cityoflaportein.gov](mailto:titleVIcoordinator@cityoflaportein.gov).

You may return the survey by folding it and placing it on the registration table or by mailing or e-mailing it to the address below.

<b>Date:</b>		
<b>Project Name:</b>		
<b>Proposed Project Location:</b>		
<b>Gender:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male <b>Ethnicity:</b> <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		
<b>Race: (Check one or more)</b> <input type="checkbox"/> American Indiana or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Black or African-American <input type="checkbox"/> Multiracial		
<b>Age:</b> <input type="checkbox"/> 1-21 <input type="checkbox"/> 22-40 <input type="checkbox"/> 41-65 <input type="checkbox"/> 65+		<b>Disability :</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Household Income:</b> <input type="checkbox"/> \$0-\$12,000 <input type="checkbox"/> \$12,001-\$24,000 <input type="checkbox"/> \$24,001-\$36,000 <input type="checkbox"/> \$36,001-\$48,000 <input type="checkbox"/> \$48,001-\$60,000 <input type="checkbox"/> \$60,001+		
<b>Title VI Coordinator</b> 801 Michigan Ave La Porte, IN 46350 219-324-8975 <a href="mailto:titleVIcoordinator@cityoflaportein.gov">titleVIcoordinator@cityoflaportein.gov</a>		

**APPENDIX E-1**  
**ISPEAK CARD**

LANGUAGE IDENTIFICATION FLASHCARD

ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.

1. Arabic

Խոսողո՞ւմ ե՞սք նշում կատարե՞ք այս բառակազմում,  
եթե խոսում կամ կարդում եք հայերեն:

2. Armenian

যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।

3. Bengali

ឈ្លមបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។

4. Cambodian

Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.

5. Chamorro

如果你能读中文或讲中文，请选择此框。

6. Simplified Chinese

如果你能讀中文或講中文，請選擇此框。

7. Traditional Chinese

Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.

8. Croatian

Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.

9. Czech

Kruis dit vakje aan als u Nederlands kunt lezen of spreken.

10. Dutch

Mark this box if you read or speak English.

11. English

اگر خواندن و نوشتن فارسي بلد هستيد، اين مربع را علامت بنيد.

12. Farsi

- Cocher ici si vous lisez ou parlez le français. 13. French
- Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen. 14. German
- Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά. 15. Greek
- Make kazye sa a si ou li oswa ou pale kreyòl ayisyen. 16. Haitian Creole
- अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ। 17. Hindi
- Kos lub voj no yog koj paub twm thiab hais lus Hmoob. 18. Hmong
- Jelölje meg ezt a kockát, ha megérti vagy beszél a magyar nyelvet. 19. Hungarian
- Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano. 20. Ilocano
- Marchi questa casella se legge o parla italiano. 21. Italian
- 日本語を読んだり、話せる場合はここに印を付けてください。 22. Japanese
- 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오. 23. Korean
- ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກົດພາສາລາວ. 24. Laotian
- Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim. 25. Polish

- Assinale este quadrado se você lê ou fala português. 26. Portuguese
- Însemnați această căsuță dacă citiți sau vorbiți românește. 27. Romanian
- Пометьте этот квадратик, если вы читаете или говорите по-русски. 28. Russian
- Обележите овај квадратих уколико читате или говорите српски језик. 29. Serbian
- Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky. 30. Slovak
- Marque esta casilla si lee o habla español. 31. Spanish
- Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog. 32. Tagalog
- ให้กาเครื่องหมายลงในช่องดำท่านอ่านหรือพูดภาษาไทย. 33. Thai
- Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga. 34. Tongan
- Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою. 35. Ukrainian
- اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔ 36. Urdu
- Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ. 37. Vietnamese
- באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש. 38. Yiddish